

**Comptroller's Directive No. 1-06**  
**Attachment HE-4**  
**Optional Retirement Plans**

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**Purpose**

DOA must include disclosures for optional retirement plans of higher education institutions in the CAFR footnotes. The disclosures are required by GASBS No. 27, *Accounting for Pensions by State and Local Governmental Employers*.

Note: This attachment should **exclude** amounts for foundations/entities considered discrete component units of the HEI.

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**GASBS No. 27**  
**requirements**

The information required for **each defined contribution** plan is as follows:

- required contributions percent,
- actual dollars contributed,
- a description of each plan's provisions, i.e., retirement, death benefits, disability benefits, and
- the authority given to allow participation in the plan, i.e., Appropriation Act language, *Code of Virginia* section, etc.

If the institution participates in a **defined benefit plan other than VRS**, provide the disclosures and required supplementary information required by GASBS No. 27, paragraphs 20 through 22.

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**Applicable**  
**institutions**

All institutions **must** complete this attachment.

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**Due date**

**August 17, 2006**

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**Submission  
requirements**

Contact DOA if the institution has any problems with the files.

**After downloading the excel file, rename the file using the institution's acronym followed by Attachment HE-4.** For example, VCCS should rename the Attachment HE-4.xls file as VCCS Attachment HE-4.xls.

Submit the excel file electronically to [finrept@doa.virginia.gov](mailto:finrept@doa.virginia.gov).

Copy APA via e-mail to [APAFinRept@apa.virginia.gov](mailto:APAFinRept@apa.virginia.gov).

Do **not** submit paper copies of this spreadsheet.

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**Attachment  
revisions**

If attachment revisions are made subsequent to DOA acknowledgement of receipt and acceptance of the original attachment submission, **resubmit the revised attachment AND complete the Revision Control Log Tab (TAB 2-RCL) in the attachment excel file.**

Enter the revision date, row number and column letter revised, and the previous and revised information. Document text changes and numerical changes. Only enter changes for amounts actually keyed. For example, if a non-keyed, calculated total changes as a result of the revision, this does not need to be documented on the Revision Control Log.

If the attachment is revised more than once, do not delete control log revision information from the previous revision. Enter the new revision date and the additional revisions in the rows following the initial revision rows. This log should document all revisions from the initial attachment submission.

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